

<b>State of Alaska</b> <b>Division of Motor Vehicles</b> <b>Standard Operating Procedures</b>	<b>SOP No. T-80</b>	<b>Page No. 1 of 2</b>
	<b>Effective</b> October 21, 2005	
<b>Subject:</b>	<b>Supersedes</b> T-80	<b>Dated</b> 8/21/03
<b>TITLE ONLY</b>	<b>Approved</b>	
<b>Statute: AS 28.10.201; AS 28.10.011 Regulation:</b>	<b>Form No. 812</b>	

The "Title Only" transaction should not be confused with a title transfer. A "Title Only" transaction accomplishes the issuance of a title for a vehicle or piece of equipment that is exempt from registration. A title transfer can occur for a vehicle that has been issued a "Title Only" or for a vehicle that has been issued "Title and Registration". Even though you are issuing a "Title Only", you must still print a registration as a receipt for fees for the customer.

Generally Alaska law prohibits the issuance of a vehicle title unless the vehicle is also registered in Alaska. There are some exceptions to this rule. The purpose of these exceptions is to allow the Division to issue titles for vehicles that are exempt from registration (R-2). By issuing a "Title Only" for these vehicles, we are able to establish ownership records and record lien information.

The exceptions are listed below with a definition or explanation following:

#### **SPECIAL MOBILE EQUIPMENT (T-360)**

A vehicle which is not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway.

#### **DRIVEN OR PARKED ONLY ON PRIVATE PROPERTY**

This exemption applies to vehicles used or parked exclusively on private property. If the vehicle is currently registered the plates and all evidence of registration must be surrendered before a title can be issued. If there are no plates or the plates have been lost, the applicant must make a statement to that effect in the affidavit section of the Application for Title and Registration (Form 812). If the vehicle was previously registered and the registration has expired, the plates are not required to be turned in.

#### **MOBILE HOME (T-300)**

The Division may issue a Title Only for a Mobile Home. This is at the request of the owner, and is not required by the DMV.

Do not issue plates to a mobile home. Use function 2 (Title Only) when issuing a title to a mobile home.

#### **DRIVEN IN AREAS EXEMPT FROM REGISTRATION (R-2)**

Vehicles driven in areas of the state not connected to the land highway system and where the average daily traffic count is less than 500. Owners are encouraged to obtain a title to prevent future problems if the vehicle is moved to an area where title and registration are required.

<b>State of Alaska</b> <b>Division of Motor Vehicles</b> <b>Standard Operating Procedures</b>	<b>SOP No. T-80</b>	<b>Page No. 2 of 2</b>
	<b>Effective</b> October 21, 2005	
<b>Subject:</b>	<b>Supersedes</b> T-80	<b>Dated</b> 8/21/03
<b>TITLE ONLY</b>	<b>Approved</b>	
<b>Statute:</b> AS 28.10.201; AS 28.10.011 <b>Regulation:</b>	<b>Form No.</b> 812	

## **TRANSFER OF OWNERSHIP WHEN VEHICLE CANNOT PASS I/M TEST (R-430)**

When a person purchases a vehicle that was from an area that did not require an I/M, and their residence is within an I/M area, or when the vehicle registration is expired and the vehicle cannot pass the I/M test, the owner can still request a title. They must surrender the license plates and all evidence of vehicle registration, or make a statement in the affidavit section of the application if one or both of these items are unavailable. This does not apply to Dealer sales. A Dealer must obtain a certificate of non-compliance prior to receiving a Title Only for a vehicle that has been sold. This does not apply to vehicles that are titled in the name of the Dealership and are being held for resale.

### **CHANGE FROM "TITLE ONLY" TO "TITLE AND REGISTRATION"**

To register a vehicle that is in "Title Only" status, you will need to process the transaction on a "Title and Registration" function. When the customer has the valid title with them at the time the record is changed from a title only to a title and registration, and there are NO CHANGES being made to the OWNERSHIP of the vehicle, there is no requirement for the customer to surrender the title. Change the "Print Title" field to an "N" on the Vehicle Title Information page in ALVIN. Charge the current fee for replacement plates, if applicable. If there are changes to the title, process as normal and take in the title. If the customer does not have the last issued title, change the "Print Title" field to an "N" when processing the transaction.

### **VEHICLE TITLED IN THE NAME OF A DEALER/DEALERSHIP – RESALE ONLY**

When a vehicle is transferred to a Dealer name and held for resale, a "Title Only" is issued to the vehicle. A dealer is not required to obtain title in their name prior to selling a vehicle; however, there are reasons that they may request a title in the name of the dealership. For example: When the reassignment portion of the title is full, the dealer must title the vehicle in their name before the vehicle can be resold. The Dealer must make the following statement in the affidavit section of the Application for Title and Registration (Form 812): "Title only – Held in inventory for resale". Only the Dealer name may appear on the title.

A "Title Only" is issued regardless of whether the vehicle is currently registered or not. Do not change the class code. When the vehicle is sold, the dealer will apply for title and registration in the name of the purchaser. At that time, a determination will be made as to the class code, and whether or not additional fees are required.

### **PROCEDURES:**

The applicant must provide:

- A Manufacturer's Certificate of Origin or properly released title.
- Name and address of lienholder, if there is a lien against the vehicle.
- An Application for Title and Registration (Form 812) with the odometer reading, if applicable.
- License plates and registration, or certificate of non-comply, if applicable.
- The customer must write "TITLE ONLY" in the affidavit section of the application.

### **Cross Reference:**

R-002	Vehicles Exempt From Registration	T-025	Odometer Recording
R-430	Emission Control Inspection Program	T-300	Mobile Homes
		T-360	Special Mobile Equipment